



# *Town of Weare*

## **Board of Selectmen Minutes FINAL**

Meeting Date: Tuesday, July 12, 2005

Board Members Present: Selectmen: Leon Methot, Heleen Kurk, Joseph Fiala, Donna Osborne

Guests in Attendance: Gene Bilodeau, Richard Butt, Terry Knowles

Transcriber: Gregory Begin, Chief of Police & T.A.

Location: Selectmen's Conference Room

Leon Methot called the meeting to order at 6:10 PM

The Town Administrator Search Committee members Terry Knowles, Gene Bilodeau and Richard Butt will be searching for a new Town Administrator. A copy of the present duties and responsibilities expected of the Town Administrator will be given to each person. A Finance Director will be addressed at a later date. Questions that Terry Knowles provided were addressed by the Board of Selectmen. This committee will reassess the division of responsibilities of these 2 positions.

Chief Begin will get copies of other Town Administrator job descriptions from other similar size towns along with a scope of authority and responsibilities and an organization chart.

The Board discussed a new software program and all were in agreement with it. This will be something the new Town Administrator (and or Finance person) will look for and recommend.

The Board was in agreement that the Finance Director will report to the new Town Administrator.

The salary range available for the Town Administrator and Finance Director combined is \$91,604.00.

The Board agreed on a Committee that will develop a list with the Local Government Center and the above panel will have free range of contacting, interviewing and reviewing applicants. The time frame for hiring is by the end of the year and the panel will come to the Board of Selectmen with milestones.

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The Committee will also need to post and take minutes of meetings.

A meeting is to be posted for Tues, July 19<sup>th</sup> @ 7:00 p.m. downstairs for the Town Administrator Search Committee.

Vice Chairman Methot moved, Selectman Kurk seconded to adjourn at 7:55 p.m. Passed 5-0-0.

A true record attest:

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Gregory Begin, Chief of Police, Town Administrator